

**OFFICE OF THE ADJUTANT GENERAL  
Virginia National Guard  
Building 316, Ft Pickett  
Blackstone, VA 23824-6316**

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**STATEWIDE AGR VACANCY ANNOUNCEMENT**  
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**VIRGINIA AIR NATIONAL GUARD MILITARY TOUR NOTICE – ACTIVE  
GUARD/RESERVE (AGR) 06-12, 12 May 2006**

**POSITION TITLE AND UNIT:** Human Resource Assistant (Military), 192d FW, VaANG

**GRADE:** E7/MSgt- E8/SMSGt

**TOUR LENGTH:** 1 - 6 years

**PROJECTED DATE OF ENTRY:** To be determined

**DUTY STATION:** 192d Fighter Wing, Richmond IAP, Sandston, VA

**COMPATIBLE MILITARY ASSIGNMENT:** AFSC 3S0X1

**PROGRAM/CONVERSION REFERENCE:** PD#80527E

**ELIGIBILITY OF FEMALES:** Yes

**OPENING DATE:** 12 May 2006

**CLOSING DATE:** 12 June 2006

**ACTIVE GUARD/RESERVE ELIGIBILITY REQUIREMENTS:**

1. Individuals must meet the basic eligibility criteria as stated in ANGI 36-101, Chapter 2. Member must possess outstanding appearance, military bearing, and conduct with no history of disciplinary action. Must possess an awarded skill level in the compatible AFSC commensurate with their rank. Applicants not possessing the advertised AFSC must sign an agreement to retrain in accordance with applicable retraining instructions.
2. Applicant's military grade cannot exceed the maximum grade authorized on the SPMD for the position and ANG Grade Compatibility Table.
3. Must be a member of the VaANG in the grade of E7/MSgt – E8/SMSGt and have sufficient time on enlistment contract to cover length of tour. The advertisement is open to full-time and traditional members of the VaANG.
4. Applicants for the AGR program should be able to complete 20 years of active federal service prior to reaching mandatory separation date (i.e. age 60). Personnel may be placed in AGR status for occasional, one-time tours, or for a probationary period established by the Adjutant General, not to exceed 6 years. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation must complete a Statement of Understanding (if recommended for the position), necessary in requesting a waiver of this requirement by the Adjutant General or Air National Guard.

**ADDITIONAL REQUIREMENTS:**

1. Except for mobilization or other emergency, member accepted for tour will not be subject to permanent change of duty location without his/her consent. Retention in the program will be subject to continued satisfactory performance as determined by the supervisor and/or commander.
2. Existing ANG promotion policies apply and grade ceilings established by ANGI 36-101.
3. At the option of supervisor/nominating official, applicants are subject to personal interview upon notification of time and place. Necessary travel is at applicant's expense.

**DESCRIPTION OF DUTIES:** This position is located in the Military Personnel Flight (MPF), of an Air National Guard (ANG) flying wing. This comprehensive description covers five programs/specialties within the Air National Guard Military Personnel Flight. Serves as advisor to commanders on assigned unit human resources (HR) programs. Interprets policy and provides procedural guidance to commanders, supervisors, and staff members. Provides guidance and assistance on unit program(s) for which responsible. Provides training to supervisors on all military human resources issues. Analyzes data and subsequent determinations regarding any number of human resources matters that may involve or affect AGRs, drill status guardsmen, and/or family members. Advises supervisors or managers within unit when actions may affect productivity or mission. Conducts staff visits and trains personnel (AGRs), traditional drill status guardsmen, supervisors, managers, etc.) within the unit in all programs for which responsible. Conducts periodic briefings for staff, commanders, and administrative personnel to promote a full understanding of all aspects of the assigned programs(s). Provides commanders, supervisors, and the MPF staff with a variety statistical data reports pertaining to military HR issues to assist in HR management decisions. Accomplishes/oversees the accomplishment of technical support work in each of the functional areas within this program area. Incumbent has responsibility/accountability for assigned program accomplishment personally and through subordinate full time technicians and/or drill status guardsmen when assigned: Career Enhancements: Plans, directs, controls and provides advisory services on all aspects of the Career Enhancement program for both Active Guard Reserve (AGR), unit drill status guardsmen, full time technicians and potential members. Customer Service: Plans, directs, and controls all aspects of the Customer Service Program. Employments: Plans, directs, and controls all aspects of the human resources employment program. Relocations: Plans, directs, and controls all aspects of the Relocations program for all members. Readiness: Develops wing readiness plans for the administration or contingencies and mobilizations. Manages contingency and exercise deployments. Serves as advisors to wing/unit commanders on deployment programs. Manages and controls the Personnel Module of the Integrated Deployment System (IDS), critical to deployment/employment of tasked personnel in support of global operations. Is responsible to the Military Support Flight Commander for the Personnel Support for Contingency Operations (PERSCO) portion of the Status of Resources and Training System (SORTS) Report. Serves as Classified Control Officer responsible for safeguarding and proper destruction of classified material IAW AF instructions, higher headquarters and local guidance. Performs other duties as assigned.

**APPLICATION PROCEDURES AND REQUIRED DOCUMENTATION:** Interested members may apply by submitting a completed NGB Form 34-1 direct to: OFFICE OF THE ADJUTANT GENERAL, VIRGINIA NATIONAL GUARD, ATTN: VAHR-M, BUILDING 316, FT PICKETT, BLACKSTONE, VIRGINIA 23824-6316. NGB Form 34-1 CAN BE OBTAINED FROM THE Base Personnel Office. (Military Personnel Flight). **No faxed applications will be accepted.**

**THE FOLLOWING DOCUMENTATION MUST ACCOMPANY EACH APPLICATION:**

**In-State:** NGB Form 34-1 and RIP (ARNG personnel – DA Form 2-1)

**EEO POLICY STATEMENT:** Consideration for this position will be without regard to sex, age, handicap (except where required by military regulations), race, color, national origin, religion, lawful political affiliation or membership/non-membership in an employee organization.

Additional information Contact VAHR-M at commercial (434) 298-6337 or DSN: 438-6337 or Maj David Schlagel at (804) 236-6592 or DSN 864-6592.

This announcement will be posted on official bulletin boards throughout the area of consideration through the closing date.

All applications must be received in the Human Resource Office before the close of business by the closing date specified on the announcement. Applications received after the closing date will not be considered.

FOR THE ADJUTANT GENERAL:

DAVID A. ARCHER  
COL, AD, VaARNG  
Human Resource Officer